

ECHA/TRN/2022/018 – Biocidal Products Unit (D2)

The Biocidal Products Unit, Risk Management Directorate, manages ECHA's activities related to biocidal products. The Unit coordinates the evaluation at the EU level of Union authorisation applications (including administrative, minor and major changes and renewals) and operates the secretariat for the Coordination Group. The Unit provides administrative and scientific support to the Agency's Biocidal Products Committee (BPC) and its working groups, as well as scientific and technical input to helpdesk activities, development of guidance documents and scientific IT tools. The Unit works in close cooperation with the Biocidal Active Substances Unit D1.

Assignment

The selected person will work in the Biocidal Product unit D2 of the Agency and would perform tasks in the Horizontal support team on certain projects and activities, such as:

- Update of cases in case management systems, including Dynamic Case and R4BP 3;
- Support to meetings organisation;
- Handling of Interest Group in S-CIRCABC;
- Review of the access rights in S-CIRCABC and in Interact Portal;
- Support to administration of the members database and declarations handling.

Profile

- Completed university studies at least to bachelor degree level in the fields of business administration, communications or ICT;
- Experience in using MS Office tools;
- Good communication and interpersonal skills;
- Proactive attitude;
- An eye for details;
- Aptitude for teamwork and sharing information;
- Aptitude to work towards deadlines;
- Excellent English skills both written and spoken (as this is the working language of the Agency).

Starting Date: 01 March 2022

Duration: 6 months

Deadline for applications: 31 October 2021 at noon 12:00 Helsinki time (11:00 a.m. CET)